



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PRO

S: 1 December 1997
22 September 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FORSCOM NAF Contracting Information Letter
(CIL) 97-4

1. This CIL contains information on the following:
 - a. Message, 190820Z Aug 97, from USACFSC contains an Amendment to 10 USC 2575, Disposition of Abandoned Personal Property (encl 1).
 - b. Community and Family Support Center (CFSC), Policy Division memorandum dated 15 July 1997, subject: Request Exception to Policy - Ordering Officers' Authority (encl 2).
 - c. Workload count for FY 97.
2. Enclosure 1 states that Morale Welfare and Recreation (MWR) Nonappropriated Funded Instrumentalities (NAFIs) cannot operate the abandoned property program until further guidance has been provided.
3. Enclosure 2 is an exception to policy that allows contracting officers to increase ordering officers' limitations against the Consolidated Bed and Linens contract based on installation needs. Justification for increases will be documented and a copy placed in the ordering officer appointment file. At a minimum, justification should reference previous acquisitions which exceeded \$2,500 and the contracting officer's rationale for increasing the limitation. Files should also evidence ordering officer training and contracting officer monitoring and review of performance throughout the year. These files will be reviewed during Contracting Management Reviews (CMRs).
4. FY 97 Workload Count.
 - a. Many acquisition reform initiatives have streamlined the acquisition process by placing the small dollar, repetitive purchases in the hands of the customers. These

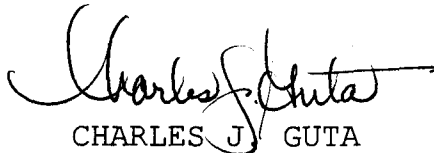
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SUBJECT: FORSCOM NAF Contracting Information Letter (CIL)
#97-4

initiatives have given the NAF Procurement Office time to accomplish the larger dollar acquisitions and perform the more important, and often invisible, administration functions. Many of these functions do not lend themselves to a metrics and are, in most instances, invisible to those outside the acquisition office. For these and other reasons, a more precise method of capturing the workload is required.

b. The FY 97 Workload Report will ask for a count of line items as well as a count of acquisitions (see FORSCOM NAF CIL #97-3, NAF Procurement FY 96 Statistical Data, dated 10 February 1997). The previous fiscal year's workload report should be received in this headquarters by 1 December of each year.

5. Questions or comments concerning this CIL should be addressed to Ms. Good Miller, DSN 367-6224.



2 Encls
as

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting

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FT INDIANTOWN GAP, ATTN: AFZS-FIG-DOC-NAF//AFZS-FIG-DOC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC

Good Miller, Brenda - AFLG

Subject: FW: [R] AMENDMENT TO 10 USC 2575, DISPOSITION OF ABANDONED PERSONAL

From: "CDRUSACFSC ALEXANDRIA VA //CFSC-SP//"@ams.ca[SMTP:"CDRUSACFSC ALEXANDRIA VA //CFSC-SP//"@ams.ca]

Sent: Thursday, August 21, 1997 9:05 AM

To: afpi-cf@ftmcphsn-emh1.army.mil; afpi@ftmcphsn-emh1.army.mil; afsg-a@ftmcphsn-emh1.army.mil; afzk-pa@ftmcphsn-emh2.army.mil; allmsgs@ams.ca

Cc: allmsgs@ams.ca

Subject: [R] AMENDMENT TO 10 USC 2575, DISPOSITION OF ABANDONED PERSONAL

RTAUZYUW RUEAHOF0480 2331708-UUUU--RUEASRB.

ZNR UUUUU

R 190820Z AUG 97

FM CDRUSACFSC ALEXANDRIA VA //CFSC-SP//

TO AIG 12262

INFO ARSTAF

BT

UNCLAS

PASS TO ALL PMO, DCA, AND DOL OFFICES

SUBJECT: AMENDMENT TO 10 USC 2575, DISPOSITION OF ABANDONED PERSONAL PROPERTY

A. 10 USC 2575

B. DOD 4160.21-M, DEFENSE REUTILIZATION AND MARKETING MANUAL

C. CHAPTER 147 10 USC 2482A

D. DOD MEMO 23 JUL 97 DOD MWR USA PRACTICE (NOTAL)

E. CHAPTER 6, AR 190-5, MOTOR VEHICLE TRAFFIC SUPERVISION

1. THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 96 AMENDED 10 USC 2575 (REF A). AMENDMENT ALLOWS THE PROCEEDS FROM THE SALE OF ABANDONED PERSONAL PROPERTY TO BE CREDITED TO THE OMA OF THE INSTALLATION AND USED TO SUPPORT MORALE, WELFARE, AND RECREATION (MWR) ACTIVITIES AFTER EXPENSES TO THE GOVERNMENT ARE PAID. ANY CLAIMS WITHIN 5 YEARS OF DISPOSITION OF SUCH PROPERTY FROM OWNERS OR HEIRS OF OWNERS OF THE PROPERTY ARE TO BE PAID FROM THE MWR ACCOUNT, A NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI).

2. BECAUSE THE STATUTE ALLOWS PROCEEDS TO ACCRUE TO AN APF ACCOUNT AND CLAIMS TO BE PAID FROM A NAFI, AMENDED LEGISLATION WAS PREPARED TO ALLOW THE PROCEEDS TO ACCRUE TO THE INSTALLATION MWR ACCOUNT, A NAFI. OFFICE OF THE ARMY GENERAL COUNSEL REVIEW OPINED THAT THE LEGISLATION AS CURRENTLY WRITTEN PROVIDES THE AUTHORITY TO DEPOSIT NET PROCEEDS FROM SALES OF ABANDONED PERSONAL PROPERTY INTO THE IMWRF BANK ACCOUNT (A NAFI) AND NO FURTHER LEGISLATION IS NECESSARY.

3. THE LEGISLATION DOES NOT ADDRESS RESPONSIBILITY FOR DISPOSITION OF ABANDONED PERSONAL PROPERTY. DOD 4160.21-M (PAGE VIII-32, PARA 61) (REF B), WHICH IMPLEMENTS 10 USC 2575 (REF A), DELEGATES RESPONSIBILITY FOR DISPOSAL OF PRIVATELY-OWNED PERSONAL PROPERTY, WHICH CANNOT BE RETURNED TO OWNERS WITHIN A REASONABLE PERIOD OF TIME, TO THE INSTALLATION COMMANDER, WHO IS PERMITTED TO FURTHER REDELEGATE THIS RESPONSIBILITY. INSTALLATION COMMANDERS MAY TURN THE PROPERTY IN TO THE DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) OR OTHERWISE DISPOSE OF IT.

4. TO OTHERWISE DISPOSE OF ABANDONED PERSONAL PROPERTY HAS BEEN INTERPRETED BY SOME INSTALLATION TO INCLUDE DISPOSITION BY THE

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INSTALLATION MWR FUND, A NAFI. THIS IS NOT AUTHORIZED BECAUSE IT IS NOT A RECOGNIZED FUNCTION WITHIN THE DOD (AND ARMY) DEFINITION OF MWR. THE PROVISIONS OF REF B, ABOVE, EXPLAIN CURRENT DOD POLICY AND PROCEDURE ON THE DISPOSITION OF ABANDONED PERSONAL PROPERTY. REF E PROVIDES POLICY AND PROCEDURE ON DISPOSITION OF ABANDONED PRIVATELY-OWNED VEHICLES.

5. IMPLEMENTING GUIDANCE FROM DOD IS PENDING ON REF C ON HOW AND WHEN NAFIS CAN PERFORM NON-MWR TASKS (SALE OF ABANDONED PERSONAL PROPERTY) FOR THE GOVERNMENT UNDER A CONTRACT OR OTHER AGREEMENT FOR THE EFFICIENT OPERATION AND MANAGEMENT OF MWR ACTIVITIES. REF D, THE RECENTLY ENACTED DOD MWR UTILIZATION, SUPPORT, AND ACCOUNTABILITY (DOD MWR USA) PRACTICE IS SPECIFIC TO ONLY MWR ACTIVITIES AND MWR FUNCTIONS WHICH ARE AUTHORIZED APF SUPPORT.

6. THE USACFSC (CFSC-FM) IS WORKING WITH DEFENSE FINANCE AND ACCOUNTING SERVICE TO DETERMINE IF ESTABLISHMENT OF AN APF BUDGET CLEARING ACCOUNT IS REQUIRED (SIMILAR TO THE CLEARING ACCOUNT TO WHICH RECYCLING SALE PROCEEDS ARE DEPOSITED) TO ALLOW THE TRANSFER OF SALES PROCEEDS (MINUS GOVERNMENT EXPENSES) FROM THE CLEARING ACCOUNT TO THE INSTALLATION MWR ACCOUNT. WHEN THIS IS DETERMINED, MORE SPECIFIC NAF ACCOUNTING PROCEDURES WILL BE PROVIDED.

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7. POC: SHIRLEY BLANKENSHIP, DSN 221-4391. PROGRAM MANAGER IS VAUN WHITESIDES, DSN 221-2828. FINANCIAL MANAGEMENT SPECIALIST IS ARLIEGH WENTZEL, DSN 221-0860.

BT

AUG 12 1997

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REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



15 JUL 1997

CFSC-NCP (215)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request Exception to Policy - Ordering Officers' Authority

1. Reference Community and Family Support Center memorandum dated 20 June 1997, subject as above.
2. The request for an exception to AR 215-4, paragraph 1-6.1a(3)(b) is granted. This exception to policy will increase the monetary limitations for ordering officers to place orders against the Consolidated Bed and Bath Linens contract from \$2,500 to \$25,000. This exception applies only to the Consolidated Bed and Linens contract listed in the enclosure.
3. Ordering officers may be appointed in incremental amounts within the limits stated in paragraph 1 above as determined by the installation nonappropriated fund contracting officer. The dollar limitations will be based on the installation needs.
4. This exception is for the period of the contract, unless sooner rescinded or superseded by a permanent change or revision to the contracting regulation.
5. Point of contact for this office is Mr. William T. Gregory, Jr., at DSN 221-0840 or commercial (703) 325-0840.

Encl

for J C Menig
RANDOLPH W. HOUSE
Major General, GS
Assistant Chief of Staff
for Installation Management

DISTRIBUTION:
COMMANDER IN CHIEF
U.S. ARMY EUROPE AND SEVENTH ARMY, ATTN: AEAGA-G (MS. DEVENS)

CFSC-NCP (215)

SUBJECT: Request Exception to Policy - Ordering Officers' Authority

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U.S. ARMY MILITARY DISTRICT OF WASHINGTON, ATTN: ANPE (MS. WOOD)

U.S. ARMY INFORMATION SYSTEMS COMMAND, ATTN: ASPE-CFS

MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: ATBO-F (MR. COMPTON)

U.S. ARMY PACIFIC, ATTN: APPE-CFA (MR. COLE)

U.S. ARMY SOUTH, ATTN: SOPR-CFS (MR. LAWTER)

U.S. ARMY RESERVE PERSONNEL CENTER, ATTN: ARPC-ZX (MR. DRAKE)

DIRECTOR, DEFENSE LOGISTICS AGENCY, ATTN: CAAPQ (MR. CARACCIOLO)

SUPERINTENDENT, U.S. MILITARY ACADEMY, ATTN: MAPA (MS. MILANO)

COMMANDANT, THE JUDGE ADVOCATE GENERAL'S SCHOOL, ATTN: JAGS-SSC

PENTAGON ATHLETIC CLUB, ATTN: (MS. WASHBURN)

CF:

INSTALLATION NAF CONTRACTING OFFICES

CHIEF, CONSOLIDATED NAF ACCOUNTING OFFICE, ATTN: DFAS-IN/ANC

CFSC-HD-O

AUG 12 1997

CFSC-NCA

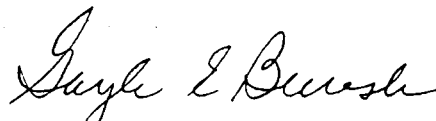
20 June 1997

MEMORANDUM FOR CFSC-NCP (ATTN: MR. GREGORY)

SUBJECT: Request an Increase for Ordering Officers' Monetary Limitations for the Consolidated Bed and Bath Linens Contract No. NAFBA1-96-D-0011

1. Request an exception to AR 215-4, Chapter 1-6.1a(3)(b), to increase the monetary limitations for ordering officers for the subject contract from \$2,500 to \$25,000. The authority to decide the specific dollar limitations for the individual ordering officers should be placed with the installation contacting offices, as each activity's requirements are specific to that operation.
2. Activities are currently ordering items from the contract following standard procurement procedures for issuing delivery orders. We intend to use the following process to implement use of ordering officers (ordering instructions are enclosed).
 - a. The local contracting officers will appoint ordering officers.
 - b. Local contracting offices will be responsible for training and monitoring the ordering officers' performances throughout the year.
 - c. Ordering officers will address contracting problems to the local contracting officer for problem resolutions.
 - d. Local contracting offices will set the dollar limitations for each ordering officer appointed.
 - e. The ordering officers will place orders telephonically, directly with the contractor, thus, eliminating the need for purchase requisitions for the subject contract. The ordering officers will ensure that funding is available prior to making any purchases. This will streamline the acquisition process.
3. We anticipate an increase in the volume of linen orders and a reduction in linen inventory as a result of the consolidated contract award.
4. POC for this action is Cheryl Greenfield, 325-8029.

Encl


GAYLE E. BURESH
Contracting Officer